

Catalyst* Grant

quarterly for projects occurring between July 1, 2011 & June 30, 2012 due 9/15, 12/15, 3/15, and 6/15 (for next fiscal year) annually.

350 Whittier, Juneau AK 99801 (907) 586-2787 www.jahc.org. info@jahc.org



PURPOSE

This program assists individual artists and/or arts organizations with projects of artistic and/or cultural merit whose primary purpose is to encourage creative expression, stimulate understanding and appreciation of the arts and humanities, and/or to encourage community support of the arts and humanities.

This program is designed to help support new, or emerging projects and opportunities that are not included in other grant applications to JAHC.

GENERAL ELIGIBILITY

To qualify for the Catalyst Grant, the applicant must:

- show how the proposed project will benefit the general community.
- have been a Juneau resident or resident of South East Alaska for the past year, currently residing here; and planning to reside in Juneau for the duration of the grant project. Preferential consideration will be given to Juneau-based proposals.
- not have received a New Opportunities or Catalyst Grant from JAHC in the previous grant cycle, and have received fewer than four of them in total.
- fulfilled all reporting requirements for any prior grant award.

GRANT REVIEW CRITERIA

Catalyst Grants are awarded based on the following criteria, listed in order of importance:

1. Compatibility with JAHC's core values: Community, Education, Enrichment and Creativity;
2. Artistic quality of the project.
3. Project represents a new initiative or project not funded through any other JAHC or CBJ funding sources.
4. Benefit and impact of the proposed project for the larger community;
5. Ability of applicant to manage arts /humanities programs, projects, events, based on past experience;
6. Likelihood of project succeeding within proposed budget;
7. Prior compliance with JAHC grant policies,
8. Applicant's financial need according to submitted budget and rationale;

9. The application is complete and the applicant meets the general eligibility requirements.

JAHC GRANT POLICIES

Funds are for programs or projects that begin after the award date and must be expended by the grantee within the project dates unless JAHC approves an extension before the project's ending date. Projects may not be funded retroactively.

Projects may not already be receiving funding from CBJ.

Funds may be used for artistic and professional development of an individual, or for the development of new programs that expand an organization's contribution to the community. This grant does not fund endowments, building campaigns, capital improvements, fund-raising, marketing, or administrative costs.

Requests for airfare may not exceed discounted advance purchase rates.

JAHC will not award grant funds to support religious projects.

JAHC reserves the right to conduct periodic reviews and audits of grant projects to determine if the grantee is spending money appropriately and is complying with grant guidelines and policies.

Applicants may submit one application in a grant cycle, and may only receive an award every other grant cycle.

Awards may fully meet but not exceed the amount requested in the application.

Grantees must have a completed grant evaluation on file for any prior awards to be considered for a new grant award.

All promotional and printed materials about the project, including publications and books, must include this notice: ***This project is funded in part by the Juneau Arts and Humanities Council and the City and Borough of Juneau.*** Copies of all promotional material must be submitted to JAHC.

GRANT AMOUNT AND DEADLINES

Catalyst Grant awards may not exceed \$500. Funds may be applied to projects beginning on or after the application date and prior to July 1.

Budget narratives should show how the project will be funded should the application receive less than the requested amount.

* Catalyst - stimulus to change: somebody or something that makes a change happen or brings about an event

APPLICANT INSTRUCTIONS

Please fill out the attached form legibly. Incomplete applications delay consideration of your request.

Submit the original application and four copies. Cover letters are unnecessary. Copies of support materials should be limited to four pages (Creative writers: this does not pertain to manuscripts).

The starting project date should occur before the anticipated expenditure of grant funds. The ending date should occur after all project-related expenses have been incurred. (This must be within 8 months of the starting date.)

The following items must accompany all Catalyst applications:

Narrative, limited to the space provided

Budget and rationale, showing exactly how the amount requested from JAHC will be spent. Include information on any in-kind contributions that apply to the project.

Individuals: Résumé of your artistic background and experience, including any previous artistic contributions and involvement in the community and Alaska;

or

Organizations: List of board members and résumé of the project director.

If applying for project-related funds elsewhere, include, with your original, one copy of other grant applications.

Attach information about workshops, courses, or other promotional material that may help establish the merit of the project.

REVIEW PROCESS

When your application is received you will be notified of the review and determination dates.

1. JAHC staff initially reviews applications for completeness and accuracy. You may be contacted for additional information.
2. The JAHC Grants Committee then reviews applications at a public meeting and presents their recommendations to the JAHC Board.
3. Funding decisions are made at a JAHC Board meeting. You will be notified of the Board's final decision. All funding decisions are final.

You will receive a grant agreement and W-9 to sign and will receive your check when you return those documents.

EVALUATION (See below)

Grantees are required to provide a written evaluation at the end of each project. It should include an explanation of how the grant was used and a complete accounting of the funds expended. Attach copies of all project-related printed and promotional materials as well as copies of receipts for all expenses.

Evaluations must be received within 45 days after the project's end date. Unless JAHC has approved a delayed filing, grantees who fail to file evaluations will not be considered for future funding.

JAHC will review the grantee's evaluation based on the criteria and policies listed above as well as consider how applicants relate to the mission and values of the JAHC. This determination will include, in part, discussions between reviewers and their shared judgment based on the material presented.

CHECKLIST

- Did you submit a total of five applications and résumés (the original and four copies)? You may wish to make another copy for your own records.
- Did you submit work samples (photos, slides, videos, etc.)?

*We encourage you to contact JAHC staff for technical assistance in preparing the application and evaluation. Our phone number is 586-ARTS.

*JAHC will not accept late or faxed applications.

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Individual Organization: _____

Name: _____ E-mail address: _____

Home #: _____ Work #: _____

Mailing Address: _____

Project Title: _____

Project Dates: _____

Amount Requested: _____

You have been a Juneau resident since (mo/yr): _____

When, if ever, did you last receive a grant from JAHC? _____

If so, for what project? _____

If applying for funds elsewhere, please state to whom, amount requested, and when you will be notified if you have received these funds. Attach one copy of all other grant applications (related to this project) to the original only (do not make five copies).

PROJECT NARRATIVE:

Briefly describe your project in the space below and on the back of this page if necessary.

1. What is the project?
2. How will you carry it out and who will benefit?
3. How is the project aligned with JAHC core values of:
Community Education, Enrichment and Creativity
4. If applicable, list who the participants (artists/audience) will be, and estimated attendance. Specify ticket prices, workshop fees, facility costs.
5. Explain budget expenses:

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Applicant Project:

Narrative page 2

PROJECT EVALUATION:

How will you evaluate the success of the project?

Please tell us in your final report:

1. Did the project accomplish what had been envisioned?
2. Describe any impact on the target audience(s).
3. What challenges were encountered and how were they overcome?

CERTIFICATION: I certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge.

If the project is funded by JAHG, I will submit a written grant evaluation within 45 days of the project end date.

SIGNATURE: _____ **DATE:** _____

Applicant Project:

PROJECT CASH BUDGET SUMMARY

A. ESTIMATE OF PROJECT CASH COSTS

- a. Artistic Fees, Workshop Registration, Honoraria \$ _____
- b. Travel
 - i. Lodging \$ _____
 - ii. Transportation \$ _____
 - iii. Meals \$ _____
- c. Rent or venue cost \$ _____
- d. Supplies \$ _____
- e. Printing \$ _____
- f. Advertising or Marketing \$ _____
- g. Phone/Postage/Internet \$ _____
- h. Other: (list) \$ _____
- A. Total Cash Cost** \$ _____

B. ESTIMATE OF CASH RESOURCES

- a. Cash reserves available for project \$ _____
- b. Other financial resources \$ _____
- c. Admissions or earned income \$ _____
- d. Grants from other agencies (Please List All) \$ _____
- B. Total Cash Available** \$ _____

C. BUDGET SUMMARY

- a. Total Cash Cost (A) \$ _____
- b. Total Cash Available (B) \$ _____
- c. Total Amount Requested** \$ _____

D. IN KIND

- a. Please list volunteers, donated services or other inkind support for this project: